



## VACANCY ANNOUNCEMENT

**POSITION:** **EXECUTIVE ADMINISTRATIVE ASSISTANT**  
**SALARY:** Starting salary level **\$25,000 TO \$45,000 per year depending on experience**  
(Salary is competitive and will be commensurate with related experience, education, and professional accomplishments)  
**POSITION INFO:** Full-Time Permanent Position  
**DUTY LOCATION:** Washington, DC  
**DATE:** **IMMEDIATE OPENING**  
**CONTACT:** Go Kasai, Email: [gkasai@uscc.gov](mailto:gkasai@uscc.gov) / Phone: (202) 624-1413  
Kathy Michels, Email: [kmichels@uscc.gov](mailto:kmichels@uscc.gov) / Phone: (202) 624-1409  
**WHO MAY BE CONSIDERED:** U.S. citizens

**MAJOR DUTIES AND RESPONSIBILITIES:** Participates as a member of the Commission's administrative management team and designated team leader for specific assignments. Responsible for processing personnel actions, including federal employee benefits, time and attendance reports, travel authorizations, and coordination of arrangements for meetings and conferences. Responsible for final review and approval of all official correspondence ensuring proper formatting and grammar, and maintains all address and contact lists for official correspondence and dissemination and transmittal of hearing records and annual reports to Congress. The work requires an ability to: (1) prepare and understand commonly used forms for personnel actions, travel authorizations and vouchers, (2) oversee the preparation of final official letters and correspondence, (3) understand monitor, identify, and assess proper format and grammar usage for all official correspondence, and (4) understand program and functions of the organization area.

### **KEY REQUIREMENTS:**

- Knowledge of federal travel regulations, time and attendance policies, and procedures
- Knowledge of federal personnel processing regulations and procedures
- Knowledge of the Government Style Manual and Chicago Style
- Knowledge of commonly used federal forms related to personnel and employee benefits
- Knowledge of computer software and hardware, including use of advanced functions of Microsoft Office and other office standard software
- General office experience is required

**DESCRIPTION OF COMMISSION:** The Commission is a small, nonpartisan, legislative branch Commission that is responsible for monitoring, investigating, and submitting an annual report to the Congress concerning the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China, and providing recommendations to Congress for legislative and administrative action.

The Commission conducts its work and studies in the following areas: China's military buildup, proliferation practices, and regional economic and security impacts; U.S.-China bilateral programs; economic transfers from the U.S. to China; China's energy consumption; China's use of U.S. capital markets; China's compliance with World Trade Organization obligations; and the implications of restrictions on speech and access to information in China.

**HOW TO APPLY:**

You may submit an application for this position by e-mailing a resume containing the information outlined below under “**What should be included in your Application?**” to [kmichels@uscc.gov](mailto:kmichels@uscc.gov). **Applications may be submitted until the position is filled.** Applicants not selected will be notified when the position is filled.

**WHAT TO EXPECT NEXT:**

Candidates will receive an e-mail confirming receipt of application materials. They will be personally contacted if we wish to schedule an interview or require additional information.

**WHAT SHOULD BE INCLUDED IN YOUR APPLICATION?**

You may submit a resume using the Optional Application for Federal Employment (OF-612), available at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf), or another written application format of your choice. **You must include all the information requested below or your application will not be considered.** The application form and job information and application requirements are also posted to the Commission’s Web Site at <http://www.uscc.gov/jobopportunities.php>.

**Information to be Included in Application**

1. Title of the position for which you are applying.

**Personal Information:**

2. Full name, mailing address (with zip code), day/evening telephone numbers (with area code), and e-mail address.
3. Social Security Number. [NOTE: Giving your Social Security Number is voluntary. However, we may not be able process your application without it.]
4. Country of Citizenship.

**Education:**

5. Colleges and/or Universities attended. For each, provide: city, state and zip code.
  - Major field(s) of study.
  - Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

**Work Experience**

6. Paid or non-paid positions you have held related to the job for which you are applying (do not provide copies of job descriptions). **For each job provide:**
  - Job title.
  - Duties and accomplishments.
  - Number of hours worked per week.
  - Employer’s name and address.
  - Starting and ending dates of employment (month and year).
  - Supervisor’s name and current phone number. ***Indicate if your current supervisor may be contacted.***

**If you have ever been employed by the Federal Government, indicate the highest Federal civilian grade held, the job series, and the dates of employment at that grade.**

**Desirable Qualifications: [Not required, but may be considered in selecting the person for this position]:**

7. Experience in general and administrative management operations
8. Experience in general personnel policies and procedures, including personnel benefits and allowances
9. Experience in time and attendance report operations

10. Knowledge of Federal Travel Regulations and GSA policies and it relates to and governs the functions of the Commission

**Other Qualifications**

11. Position-related training courses (title and year).
12. Job-related skills (e.g., computer software/hardware, and specialized database programs, etc).
13. Job-related certificates and licenses.
14. Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)

**Do not send copies of any documents unless specifically requested.**